

## Supervisor Checklist for Vehicle Purchase

- All possible transportation resources have been explored and documented in the case file.
- KDOR records have been reviewed to verify:
- (1) client has a valid Kansas drivers license;
  - (2) indication that the client can be insured;
  - (3) history of driving violations (if there is a history, the violations have been addressed with the client and documented in the case file);
  - (4) other vehicles registered in the client's name. (If the client does own other vehicles, documentation should exist to substantiate the reason for ownership.)
- The vehicle has been inspected by someone other than the purchase source and recommended repairs have been made.
- The vehicle purchase price is within the Kelley Blue Book suggested retail value.
- If the purchase price is \$5,000 or over, the prior authorization approval form is in the case file.
- The signed Statement of Understanding for Vehicle Purchase (ES-4313) is included in the case file.

Vehicle Purchase is approved for \_\_\_\_\_  
(Client Name)

\_\_\_\_\_  
Name of Supervisor Date

\_\_\_\_\_  
Date